

Facility Name: Middlesex Therapeutic Community Residence (MTCR)	
Procedure: Dress Code Procedure	
Replaces Version Dated: 06/20/14	Effective Date: 07/08/20

A. Responsibilities:

1. Nurse/shift leaders are responsible for ensuring that staff members meet the standards for professional appearance, and for determining if the safety of an employee or others is jeopardized by the employee's appearance.
2. Failure to comply with the policy could result in disciplinary action.

B. General Guidelines for Appearance:

1. Personal Hygiene:

- a. All individuals shall be neat, clean, free of body odor and well groomed. This includes but is not limited to trimmed head and facial hair.
- b. Fingernails should be clean, conservative in length and neatly manicured. Because of infection risks, only short, natural fingernails (nail tip may be no longer than a quarter of an inch in length) are allowed when providing resident care or when working with resident care products. No artificial nails/gels nail jewelry, or sparkling ornaments are allowed.
- c. Hair shall be clean and neat with styles that are appropriate to business attire. Long hair (below the shoulders) should be pulled back and secured when providing direct resident care.

2. Clothing:

- a. Clothing will be neat and clean and comfortable enough to perform designated job duties. Street clothing is the expected attire.
- b. Clothing should be in good condition and fit well, not too tight, or too loose. Clothing that is too tight can be provocative as well as uncomfortable. Clothing that is too loose can expose body parts and/or underwear that should be covered.

- c. Skorts, tank tops, tube tops, and shirts with commercial slogans, pictures, art and/or written messages depicting drugs, alcohol, smoking, sex, weapons, violence, or language that is obscene, provocative, disrespectful or judgmental are not acceptable attire.
- d. Shorts long enough to hit below the knee, and capri style/ calf length pants are acceptable. Clean tee shirts may be worn. Tee shirts may have company or destination logos in the area of the left breast pocket but may be no larger than the size of the employee ID badge. Staff may wear dresses and skirts that are knee-length or longer as long as they meet all other clothing expectations.
- e. All shirts must have sleeves, either short or long. Tank tops, sleeveless shirts, or shirts with sleeves rolled up in such a way that they appear almost sleeveless, are not acceptable.
- f. Fully enclosed shoes are recommended for all employees. Shoes and sandals without heel straps are unacceptable.
- g. Head coverings, unless a religious requirement, are unacceptable unless issued by, or required by, MTCR.
- h. Wearing jewelry should be avoided. Necklaces, dangling earrings, and bracelets can be hazardous for staff and residents in certain circumstances. Small stud type earrings may be worn, but even small ear hoops can be grabbed and pulled from the ear.
- i. All body piercing, with the exception of earrings, must be covered. If they are unable to be covered with clothing, they must be removed during the time at work.
- j. Tattoos must be covered where possible.
- k. Avoid the use of fragrances while on duty. All staff is requested to be respectful of coworkers and residents who may be sensitive or allergic to chemical fragrances.
- l. All staff is expected to wear state issued identification badges while at work. Name badges should be visible. Name badges are not to be compromised in a manner that prevents clear display of the name or picture ID.